



## Job Announcement

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<b>Opening Date:</b>	April 30, 2015	<b>Closing Date:</b>	May 14, 2015
<b>Job Title:</b>	District Court Clerk I/II – Civil	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	084605	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	District 7, Anne Arundel County Glen Burnie, MD	<b>Grade/Salary Range:</b>	Level I – J5 \$28,973 - \$34,289 Level II – J6 \$30,761 - \$36,447 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

**Essential Functions:** Work involves specialized clerical work and/or cashiering functions involving civil court proceedings. Enters Writs of Execution, garnishments and other post judgment filings; enters, processes and the issuance of Oral Exams, Show Cause Orders and Motions; sets hearing dates in the Civil computer, generates notices and sends status notices to parties as necessary. Greets and assists the public, police, attorneys and court personnel; responds to inquiries regarding the proper completion of various court related forms and provides information regarding court policies and procedures; prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures; enters new cases and updates existing case information into the District Court's data systems; receives, opens, sorts and distributes mail to the appropriate section of the court; and other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** Level I - Two years of general clerical work experience.  
Level II - experience above, plus one year of Court experience.

**Preferred:** Proficiency in typing, data entry or word processing.

**Note:** Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

**Skills/Abilities:** Knowledge of office practices, procedures and equipment. Ability to operate a personal computer and cash register. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed filing systems; ability to exercise tact and understanding in stressful situations; ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted.)**

**The selected candidate will be subject to a background check. Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**